

The Employee Personal Page (EPP) has been enhanced to provide you with some new and exciting capabilities within the new Time Manager option. The Time Manager option provides you with two types of new functionalities, the automated leave calculator and daily entry.

 The leave calculator provides you with an automated mechanism to track leave usage instead of using a manual leave calendar card. It will au

leave calendar card. It will automatically appear within the EPP Time Manager tab for all EPP users.

• The daily entry function provides employees the ability to enter their T&A data on a daily basis and establish a default schedule to use as a starting point each pay period. Your agency must elect to offer you this daily entry option through System for Time and Attendance Reporting (STAR) 5.0 before you can begin using this feature of the EPP. This option is activated at the contact point level.

For those of you already taking advantage of the EPP and its Self-Service features, the new Time Manager option will reinforce what you already know about the EPP, which is how convenient and easy it is to use. For those of you who have not yet signed up for the EPP, please take a few moments to check out what the EPP can do for you and how you can begin using it.

EASY TO USE...

Why use the EPP? It is convenient, reliable, and easy to navigate. It can be accessed 24-hours a day, 7 days a week, from any PC with Internet access. It provides a wealth of your personal information when you need it and the ability to easily change your data at your discretion.

Demonstrate Self-See	Real Time No.	meger	Declare	rees:	1600		Links		66 Oct.				
Accounting Envertee Default Sche		dule Paysonial bind			date	Leaves C	alculator						
Pay Paris	d 15 Schedule	creato	d firem D	chault Sc	hedule.		0	Napley 0	ptions]	Pay	Period 1	5,2106	
Pay Period 15, 2006 Plates: Onned by Employee			50+0			Reset to Default Submit to Tire					Timohas	wheeper	
		Wook 1				Week 2							
Accounting Gode Project Type Work/Leave		Hon 7/24	7/15	Word 2786	7/27	Per 7/29	Hom 7/91	Tue: 9/1	West 9/2	the 1/2	8v4 8/4	tire Total	
059HAC45050 KENULAK TIMB 81- REGULAR TIME		9.00	7.00	7.01	9.00		9.00	9.00	9,00	7.00	a. aa	80.01°	
												,	
4													
	Daily Total Tour of Buty	9.60	9.00	9.00	9.00		9.00	9.08	9.80	9.00	8.00	80.01	

How do I access the EPP? You can access the EPP from NFC's home page at www.nfc.usda.gov by selecting the EPP icon. Once selected, you simply click on the button that says "Sign Up" and a request will be processed for your Personal Identification Number (PIN) to be sent to your residence address. This PIN will allow you to log in to the EPP. Your PIN must be changed on the first access of the EPP and should be changed periodically thereafter to ensure confidentiality.

SEE MORE INFORMATION. . .

CHANGE YOUR DATA ONLINE...

TRACK YOUR LEAVE USAGE...

ENTER YOUR TIME DAILY...

Don't hesitate or wait another minute to take advantage of this fantastic new EPP! Sign up today!

If you need additional information on the EPP, please contact your personnel office.

United States Department of Agriculture Office of the Chief Financial Officer National Finance Center

